



THE CITY OF PITTSFIELD
OFFICE OF THE MAYOR
 70 Allen Street, Pittsfield, MA 01201
 (413) 499-9321 • ltyer@cityofpittsfield.org

Linda M. Tyer
Mayor

January 31, 2019

Frank Gardner, Regional Brownfields Contact
 5 Post Office Square
 Suite 100, Mailcode: OSRR7-2
 Boston, MA 02109-3912

RE: FY2019 Brownfield Assessment Grant Application – Narrative Information Sheet

The City of Pittsfield is pleased to submit this proposal to the U.S. EPA Brownfields Assessment Grant Program. The purpose of the proposed Community-wide Assessment grant is to target hazardous waste and contaminated petroleum sites in Pittsfield, in Berkshire County, Massachusetts, to facilitate the remediation and reuse of these underutilized sites. This project will retain and promote employment in core developed areas, protect the health and safety of traditional neighborhoods, and maintain the rural character of outlying areas. We are requesting a total of \$300,000 in EPA funding, \$250,000 of Hazardous and \$50,000 of Petroleum funds. The proposed target area centers along former industrial sites located adjacent to the Housatonic River in Pittsfield's West Side neighborhood, a dense residential neighborhood adjacent to the City's downtown serving a majority low-to-moderate income population. If funded, this grant will enable The City to continue addressing health, safety, and environmental justice as we work to make Pittsfield a more vibrant place to live and work for today's residents.

1. Applicant Identification

City of Pittsfield
 Department of Community Development
 70 Allen Street
 Pittsfield, MA 01201

2. Funding Requested

a. Assessment Grant Type – Community-wide Assessment Grant

b. Federal Funds Requested

- i. Total funding Requested: \$300,000
- ii. No waiver requested

c. Contamination – Hazardous Substances and Petroleum funding requested: \$250,00
 Hazardous Substances; \$50,000 Petroleum

3. Location - City of Pittsfield, Berkshire County, Massachusetts 01201

4. Property Information for Site-Specific Proposals N/A

5. Contacts

- a. Project Director – Nate Joyner, Community Development Specialist
Department of Community Development
70 Allen Street, Pittsfield MA 01201
njoyner@cityofpittsfield.org or (413) 499-9368
- b. Chief Executive/Highest Ranking Elected Official
Mayor Linda M. Tyer
70 Allen Street, Pittsfield MA 01201
mayorsoffice@cityofpittsfield.org or (413) 499-9321

6. Population

City of Pittsfield population is approximately 45,000

7. Other Factors Checklist

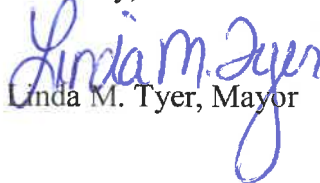
Other Factors	Page #
Community population is 10,000 or less.	No
The applicant is, or will assist, a federally recognized Indian tribe or United States territory.	No
The priority brownfield site(s) is impacted by mine-scarred land.	No
The priority site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them).	Yes Pg. 2
The priority site(s) is in a federally designated flood plain.	Yes Pg. 2
The redevelopment of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or any energy efficiency improvement projects.	No
30% or more of the overall project budget will be spent on eligible reuse planning activities for priority brownfield	Yes Pg.8

8. Letter from the State or Tribal Environmental Authority

See Attached Letter from MA DEP.

Thank you for your consideration of our proposal, we look forward to your response.

Sincerely,


Linda M. Tyer, Mayor



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

Martin Suuberg
Commissioner

January 23, 2019

U.S. EPA New England
Attn: Frank Gardner
5 Post Office Square, Suite 100
Boston, MA 02109-3912

RE: STATE LETTER OF ACKNOWLEDGMENT
City of Pittsfield, Application for EPA Assessment Grant Funds

Dear Mr. Gardner:

I am writing to support the proposal submitted by the City of Pittsfield (City) under the Fiscal Year 2019 U.S. Environmental Protection Agency (EPA) Brownfield Assessment Grant Program. Funding from EPA will allow the City to focus redevelopment efforts on various properties with known or suspected contamination. While the City is focusing on three properties with documented contamination, the City plans to complete assessment on various other properties as well.

On January 23, 2015, Governor Baker signed his first Executive Order, creating the Community Compact Cabinet, in order to elevate the Administration's partnerships with cities and towns across the Commonwealth. Lieutenant Governor Polito chairs the cabinet, which concentrates financial, technical, and other resources at the state level to a select group of projects including Brownfields. The City's compact was signed on May 17, 2016, ensuring any funding provided by EPA will be supported by a focused commitment of state resources.

We greatly appreciate EPA's continued support of Brownfield efforts here in Massachusetts!

Sincerely,

Paul Locke
Assistant Commissioner, Bureau of Waste Site Cleanup

ec: Nathaniel Joyner, Permitting Coordinator, City of Pittsfield Community Development
Caprice Shaw, Brownfields Coordinator, MassDEP Western Regional Office

IV.E. Narrative/Ranking Criteria

1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION

a. Target Area and Brownfields

i. Background and Description of Target Area

Pittsfield is located in central Berkshire County in western Massachusetts and was the seat of the now dissolved county government. The City has a population of approximately 45,000 and acts as a medical, commercial, and industrial hub for the surrounding rural towns. Overall, the City contains a mix of urban, suburban and rural development. The City is characterized by a mixed-use urban core flanked by two high density residential neighborhoods: the West Side and Morningside. The City is serviced by State Routes 7, 8, 9 and 20, which outside the downtown area all contain pockets of suburban commercial and residential development. The target area for this assessment grant coincides with US Census Tract 900600 and with the City's long planned West Side Riverway (Urban River Visions Plan, 2007), which is a partially realized greenway located on the West Branch of the Housatonic River bisecting one of Pittsfield's oldest neighborhoods adjacent to the City's Downtown. Pittsfield began as an agricultural community, with mills development along the East, West, and South-west branches of the Housatonic River in the mid to late 19th century. The City's population rose slowly into the early 20th century, with significant increases between 1900 and 1930 during the initial expansion of the Stanley Electric Works and its purchase by General Electric. The City's population peaked in the late 1950's/early 1960's at just under 60,000. General Electric employed as many as 13,000 people at its peak. Following the departure of General Electric and the loss of thousands of manufacturing jobs in the 1970's and 1980's, the population has dropped over time to its current level. The target area is comprised of majority low-to-moderate income households. The City's largest set of brownfield sites encompasses the former General Electric (or "GE") facilities and lands, a portion of which are now controlled by the Pittsfield Economic Development Authority as the William Stanley Business Park. All former GE parcels are subject to a Consent Decree agreement and are generally not eligible for EPA grant funding. Brownfields not associated with former GE lands are primarily located in industrial areas along the three branches of the Housatonic River including former mill sites, which are also situated near several low income residential communities that historically provided workforce housing for the mills. The City has been greatly impacted from the presence of polychlorinated biphenyls (PCB's) associated with GE operations in the Housatonic River and throughout the City. The impacts of this presence results in adverse impacts on the target community associated with the loss of investment and job creation. In addition, this presence contributes to a stigma of contamination that creates a perception of redevelopment barriers and health concerns that potentially leads to further loss of investment.

ii. Description of the Priority Brownfield Site(s)

Within the proposed target area the City of Pittsfield has identified three principal sites of interest:

JB Paper, Pittsfield: A former paper mill located adjacent to the Housatonic River, and partially within the 100-year floodplain. A suspicious fire broke out in the building in August 2015 resulting in greater concerns with regard to public safety and soil and groundwater contamination. Known and suspected contaminants include

asbestos, metals, PCBs, VOCs and SVOCs. A Risk Assessment will be conducted to ensure no threat is posed to sensitive receptors, including the affordable housing complex adjacent to the site. This assessment is a critical next step toward severing the exposure pathway to sensitive receptors and ultimately redeveloping this former industrial site. This site has high development potential, but has remained vacant for more than 10 years. No action had been taken on the site by the owners or private developers due to the potential for contamination on site. The assessment and ultimate redevelopment of this site is now a high priority for the City. The City is poised to take ownership of the site through tax title foreclosure and envisions the site as a future home for commercial office or light industrial space resulting in job creation and/or a home for community services.

1 Harris Street: Previously used to house an auto body repair shop, demolished by the City in 2002 due to unsafe building conditions and abandonment, and historically the site of a wool mill. The site is adjacent to the Housatonic River, and located partially within the 100-year floodplain. Known and suspected contaminants include petroleum, heavy metals, and pesticides (potentially from an abutting property that contained the operations of the Berkshire County Mosquito Control board). The assessment and ultimate redevelopment of this site is a high priority for the City. The City is poised to take ownership of the site through tax title foreclosure and envisions the site as a future home for commercial office or light industrial space or potential greenspace to contribute to the ongoing development of the West Side Riverway which seeks to provide greater access to the Housatonic River for residents and visitors.

50 East Mill Street: Known as the former Berkshire Mill Complex site this is a 3 acre parcel located adjacent to the Housatonic River, and partially within the 100-year floodplain. The former mill building, previously used as a wool mill dating back to the early 1900's, was demolished in 2008 following abandonment and several fires. The assessment and ultimate redevelopment of this site is now a high priority for the City. The City is poised to take ownership of the site through tax title foreclosure and envisions the site as a future home for commercial office or light industrial space resulting in job creation and/or a home for community services.

Additionally, both within and outside of the target area the City is aware of several former industrial and commercial properties going through tax lien foreclosure or sites where contamination is known to exist or is suspected to exist. This includes 3 suspected petroleum eligible sites and as many as 8 – 10 more hazardous sites, most of which have associated Release Tracking Numbers with MA DEP.

b. Revitalization of the Target Area

i. Redevelopment Strategy and Alignment with Revitalization Plans

The City of Pittsfield utilizes a variety of techniques to foster and implement sustainable redevelopment. The City is designated as a Green Community with the Massachusetts Executive Office of Energy and Environmental Affairs. As such the City has adopted the energy efficient building code known as the Stretch Energy Code to require that new construction and significant retrofits meet standards of energy efficiency. The City is also

a NPDES Phase II community, and has adopted policies to minimize the impact of redevelopment on the City's Municipal Separate Storm Sewer System (MS4), including policies that encourage or require Best Management Practices (BMPs) designed to reduce the amount of runoff entering the system and address the water quality of storm-water runoff. The remediation of the contamination and removal of the blighting influence of the site will contribute to the quality of life and health outcomes of the primarily low-moderate income residents in the impacted area and will lead to future investment that can lead to creation of economic opportunities.

ii. Outcomes and Benefits of Redevelopment Strategy

While the priority sites are located on industrially zoned land, they are also located within a recognized greenway located along the West Branch of the Housatonic River with newly created or recently upgraded parks and open spaces both upstream and downstream of the priority sites. Anticipated outcomes from the proposed project will include both economic and environmental benefits. The remediation of the site and impacted areas will lead to improved environmental conditions in the immediate area and within the larger greenway, reducing exposure to toxic contaminants and leading to better health outcomes for the disproportionately affected residents of the area and visitors to the greenway. Economic benefits are anticipated to follow the remediation and redevelopment of the site by removing a blighting influence and significant psychological barrier to reinvestment, leading to the creation of employment opportunities and infrastructure investments that will directly and indirectly improve the condition of all persons in the affected area. All professionals, contractors, and sub-contractors engaged by the City will be required to abide by the local hiring requirements of the City and State. Additionally the City will ask that engaged professionals and contractors participate in local employment fairs and any available Workforce Development Programs. As the priority sites are all expected to become City property through the tax lien foreclosure process the City will evaluate reuse planning options that include provisions or policies to encourage opportunities for local residents and entrepreneurs.

c. **Strategy for Leveraging Resources**

i. Resources Needed for Site Reuse

The City has access to and will leverage the following funding sources to help facilitate the assessment and remediation of the priority sites.

1. Berkshire Regional Planning Commission – The Berkshire Regional Planning Commission (BRPC) has a long-standing relationship with the City of Pittsfield. BRPC received a total of \$1.35M of revolving loan funds from EPA and has awarded \$253,000 to the City on another important redevelopment project along the Housatonic River demonstrating the City and BRPC are adept at working together to facilitate the reuse of brownfield sites. BRPC has indicated a commitment to continue their relationship with the City to help finance cleanup activities or perform additional community outreach associated with the site.
2. EPA Region 1 Cleanup Grants – EPA Cleanup grants (up to \$200,000) can be leveraged at Brownfields Sites owned by municipalities to help provide additional cleanup funding (the City anticipates acquiring each priority site through tax title and as necessary and practical will apply for an EPA Brownfield Cleanup Grant for remediation and reuse.
3. Community Development Block Grants – The Community Development Block Grant (CDBG) program helps strengthen cities, towns, and villages by providing

grants to local communities to provide housing and create jobs primarily for low and moderate income people. Pittsfield is a CDBG entitlement community and currently receives \$1.2 million annually to complete eligible projects. As necessary the CDBG program can be further leveraged to provide infrastructure improvements surrounding the site, to assist Pittsfield businesses unable to access sufficient conventional financing from traditional sources for growth and job creation and facilitate redevelopment of Brownfields.

4. HUD Neighborhood Stabilization Funds – The City previously received \$1.3M in neighborhood stabilization funds from the U.S. Department of Housing and Urban Development (HUD) passed through the Massachusetts Department of Housing and Community Development to provide targeted emergency assistance to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight within their communities
5. Public/Private Partnerships – While not a specific funding source, the City has been very successful at leveraging public/private partnerships to facilitate the redevelopment of brownfield and other sites. The City has partnered with private developers such as Allegrone Construction Company and Richard Stanley to redevelop sites for affordable and market rate housing, including the Rice Silk Mill apartments (a former brownfield site), and the Beacon Cinema located in the Downtown district.

ii. Use of Existing Infrastructure

The priority sites are located in industrially zoned areas of the City with access to adequate water, sewer, transportation, and electric utility infrastructure. As the requested assessment funds facilitate redevelopment of the proposed priority sites they will also be able to reuse or tap into the existing city infrastructure in order to reduce impacts of future development.

2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT

a. Community Need

i. The Community's Need for Funding

The City of Pittsfield's population has steadily declined following the departure of thousands of manufacturing jobs in the 1970's. This major loss of employment has led to significant economic decline in the community. This led to a decline in property values and tax receipts by the City, reducing available funding to address brownfields in the City due to budgetary restraints associated with reaching the tax levy ceiling allowed by state law. This economic decline has been compounded by the presence of brownfield sites whose potential responsible parties lack the financial ability to remediate the conditions or have the underlying property values which allow private redevelopment.

ii. Threats to Sensitive Populations

(1) Health or Welfare of Sensitive Populations

Sensitive populations include minorities, elderly, children, and women of child-bearing age. Over half of the population of Pittsfield is made up of individuals who are among sensitive populations. While Berkshire County as a whole has the second highest percentage (19.2%) of persons over 65 years of age in the state. The use of assessment funds to facilitate the remediation of the priority sites will remove a potential pathway to exposure for sensitive population living in proximity to and downstream of the priority sites.

(2) Greater Than Normal Incidence of Disease and Adverse Health Conditions

According to the Massachusetts Community Health Information Profile asthma-related emergency room visits in the region are significantly higher than the state as a whole with notable differences for women and minorities. Overall breast cancer incidence in Pittsfield are slightly higher than the state as a whole. However, breast cancer incidence in the region is disproportionately higher for minority women. The incidence of bronchus and lung cancer in Black non-Hispanic men in Pittsfield is significantly higher than that of the state. Potential and known contaminants within the Target Area include chlorinated solvents, petroleum products, PCBs, and heavy metals. Potential health impacts include:

- Potential cancer-causing agents;
- Adverse effects on the liver and its function;
- Adverse effects on the kidneys and their function;
- Birth defects;
- Respiratory effects (i.e. asthma);
- Impaired reproductive function in males and females;
- Nervous system effects; and
- Suppression of the immune system.

(3) Economically Impoverished/Disproportionately Impacted Populations Many of the mills and factories in the Target Area are vacant, boarded-up, or underused, but the neighborhoods that were built around them still exist. Abandoned and derelict structures, open foundations and debris pose threats to the health and safety of the residents who live in these neighborhoods. The target area is located in Census Tract 900600, which contains the highest minority population of any tract in the City and is comprised of majority low-to-moderate income households. Due to historical uses along the Housatonic River the target area is subject to disproportional environmental impact compared to other residential neighborhoods in the City. The report Unequal Exposure to Ecological Hazards (Faber and Krieg, 2005) ranks the City of Pittsfield as the 15th “Most Extensively Overburdened Communities in Massachusetts.” According to the report, there are many disparate environmental impacts that affect the community, including the predominance of substandard housing and related home hazards such as mold and lead paint.

b. Community Engagement

i. Community Involvement

The City has identified two community stakeholders to involve in the project planning and implementation. These groups are the West Side Neighborhood and the Berkshire Regional Planning Commission. These groups will be involved in supporting the proposed project by providing venues and audiences that will be critical for the communication of the project scope, providing public input on cleanup decisions and reuse planning, and delivering status updates. The resident group will be able to provide space at monthly meetings to provide input and receive project updates as well as avenues to engage with local residents and business owners who may be impacted by the contaminated sites. The Berkshire Athenaeum contains a large auditorium that will be used to host public meetings for affected and interested parties to receive information on the project.

List of Project Partners

Partner Name	Point of contact (name, email & phone)	Specific role in the project
Berkshire Regional Planning Commission (BRPC)	Melissa Provencher mprovencher@berkshireplanning.org (413) 442-1524 x.22	Will be engaged as contractor to provide oversight and reporting. Will help evaluate and prioritize sites beyond initial priority sites already identified.
West Side Neighborhood Initiative	Linda Kelley, Chairperson lmkelley@trans-form.org (413) 242-6623	Neighborhood Initiative will provide monthly forum for discussion of progress on priority sites. Through public discussion members/residents will participate in reuse planning, community outreach, and additional site prioritization.

ii. Incorporating Community Input

Communicating the progress of this project will be done in a comprehensive way so as to include as many members of the targeted community as possible. Regular communications and updates will be provided at monthly meetings of the resident group, the West Side Neighborhood Initiative. Notices of meetings and other updates will directed through a dedicated space on the City's website and press releases issued through the office of the Mayor. These updates and notices will also be distributed through the regular newsletters and email mailing lists of our partnering organizations, and/or posted in visible areas at partnering locations.

3. **TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS**

a. **Description of Tasks and Activities**

Task 1: Cooperative Agreement Oversight:

The City's Project Manager will attend EPA Brownfield conferences and workshops. BRPC will be engaged to provide assistance with ACRES and EPA quarterly reporting and grant oversight. The City will provide additional in-kind and substantial development and planning support to manage and develop the Brownfields program at no cost to the grant. The City will create a Brownfield Advisory Committee made of City staff from relevant departments (Health, Building, Fire, and Engineering), BRPC's representative and the selected QEP.

Task 2: Community Outreach & Engagement:

The City will use existing staff and resources to engage the residences and business owners near the site and broker public/community meetings with affected/interested property owners. The City's Brownfields Advisory Committee will help devise and select appropriate community outreach methods to best engage and inform the community with reuse planning efforts. As necessary the City or its contractor will provide supplies to include meeting flyers and handouts for public meetings and reproductions for disseminating information to the Steering Committee members.

Task 3: Phase II Site Assessment:

The primary purpose of this grant is to provide Phase II Environmental Site Assessments (Phase II) at the three priority sites identified within the Target Area. While initial sampling has been performed at two of the three sites, it is anticipated that the total number of Phase II assessments performed under this grant will depend on the real cost of proposed assessments. Based on the proposed budget the City anticipates Phase II site assessments to be conducted at a total of 5 - 8 hazardous sites and 1 – 2 petroleum sites. During the Phase II, the QEP will first prepare a Quality Assurance Project Plan (QAPP) for EPA approval. To apprise the public of Phase II activities we will use the community based organizations and place a notice in the local newspaper to get the word out on impending work, where appropriate. Individual reports will be issued upon completion of individual tasks to better inform the Brownfields Advisory Committee and the reuse planning process.

Task 4: Site Reuse and Cleanup Planning: The remediation/reuse planning process will be conducted following EPA's Greener Remediation guidance and will begin with public meetings to solicit feedback and input from the target community and involved stakeholders regarding potential site reuse. The Phase II data and community reuse proposal(s) will be analyzed to develop a Remedial Action Plan (RAP) for each of the priority sites based on the specific or potential reuse scenario(s). The RAP will include remedial actions to address each identified contaminant that exceeds applicable Massachusetts regulatory guidelines. Remedial actions will be evaluated based on cost, feasibility, consistency with existing planning documents, and effectiveness in protecting human health and the environment.

b. Cost Estimates and Outputs**Task 1: Cooperative Agreement Oversight:**

- Travel: 1 conference attendee: airfare/lodging/per diem = \$2,500; mileage to local workshops ~200 miles at \$0.58/mile = \$100; total \$2,600.
- Contractual: Oversight and Management by BRPC; Based on prior grant management experience with BRPC this amount has been budgeted at \$10,000.

Outputs include: Attendance at national brownfields conference; 12 Quarterly reports, associated ACRES updates, and MBE/WBE reporting.

Task 2: Community Outreach & Engagement:

The City will provide in-kind donation of staff time and materials to facilitate community outreach and engagement activities associated with this grant. \$10,000 has been identified in the budget table under contractual services to provide for additional community outreach, engagement, and reuse planning support from BRPC and the selected QEP. Outputs include informed residents, meeting minutes from public/community meetings, and any informational presentation materials produced.

Task 3: Phase II Site Assessment:

Based on an estimated average cost of \$20,000 - \$30,000 for each Phase II report the City anticipates being able to conduct approximately 5 – 8 hazardous site assessments and 1 – 2 petroleum sites. Outputs include generation of Phase II Environmental Site Assessment

reports for each priority site and any subsequent sites funding will allow for.

Task 4: Site Reuse and Cleanup Planning:

We have estimated \$75,000 of Hazardous funds and \$15,000 of Petroleum funds for Reuse/Cleanup planning documents for the priority sites and any subsequent sites funding will allow for. Outputs include generation of an RAP for each priority site and any subsequent site funding will allow for.

Proposed Budget

Budget Categories		Project Tasks (\$)				Total
		Task 1 Cooperative Agreement Oversight	Task 2 Community Outreach & Engagement	Task 3 Phase II ESA	Task 4 Site Reuse & Cleanup Planning	
Direct Costs	Personnel					
	Hazardous	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Petroleum	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Fringe Benefits					
	Hazardous	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Petroleum	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Travel ¹					
	Hazardous	\$ 1,300	\$ 0	\$ 0	\$ 0	\$ 1,300
	Petroleum	\$ 1,300	\$ 0	\$ 0	\$ 0	\$ 1,300
	Equipment ²					
	Hazardous	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Petroleum	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Supplies					
	Hazardous	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Petroleum	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Contractual					
	Hazardous	\$ 7,500	\$ 7,500	\$ 158,700	\$ 75,000	\$ 248,700
	Petroleum	\$ 2,500	\$ 2,500	\$ 28,700	\$ 15,000	\$ 48,700
	Other (include subawards) (specify type)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Direct Costs ³		\$ 12,600	\$ 10,000	\$ 187,400	\$ 90,000	\$ 300,000
Indirect Costs ³						
Total Budget (Total Direct Costs + Indirect Costs)		\$ 5,000	\$ 0	\$ 205,000	\$ 90,000	\$ 300,000

¹ Travel to brownfields-related training conferences is an acceptable use of these grant funds.

² EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies. Generally, equipment is not required for Brownfield Grants.

³ Administrative costs (direct and/or indirect) cannot exceed 5% of the total EPA-requested funds.

c. Measuring Environmental Results

At the commencement of this grant funding the City, along with BRPC and the selected QEP, will develop a workplan and schedule for approval by EPA Region 1 that will include anticipated outputs and outcomes. This information will be tracked in the quarterly and final reports. They City will utilize an internal tracking document as well as the Assessment, Cleanup and Redevelopment Exchange System (ACRES) to report, document, and track information such as funding received, contamination present, acres cleaned up, acres redeveloped and funds leveraged. BRPC will also work closely with our Project Officer to track, measure and evaluate our progress.

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

a. Programmatic Capability

i. Organizational Structure

The Director of the Department of Community Development assumes the responsibility for any personnel supervision required under the EPA grant program. The Director will share the responsibility for monitoring individual projects for timely implementation and compliance with applicable regulations with the Community Development Specialist. The Community Development Specialist will be responsible for initiating and obtaining approval for program and budget amendments, this will be overseen by the Director as well. The Community Development Specialist will have the responsibility for compiling and submitting grant reports, this will be overseen by the Director of the Department of Community. Requests for payments are processed by DCD's Administrative Assistant and are overseen by the Department's Accountant. As with all payments, this process must be approved by the Director and is overseen by the City's Treasury and Accounting Departments. Within that organization, all receipts and disbursements will be tracked and reports can be easily generated. The following existing staff persons are assigned to the proposed project and have significant experience with project management and grant reporting.

Deanna Ruffer – Community Development Director – Responsible for the overall management of the Department of Community Development Oversees the City's Community Development Block Grant program; the Planning Division and Community Development Board; the Pittsfield Economic Revitalization Corporation (PERC); the Zoning Board of Appeals; Recreation and Parks Commission; Parks and Open Space; Conservation and the Conservation Commission.

Christina Botz – CDBG Accountant – 17+ years of experience. Oversees all financial functions of the Department; balances to City's MUNIS accounting program; performs monthly drawdown of HUD funds; other numerous responsibilities regarding the City's federal funds.

Nate Joyner – Community Development Specialist– 7+ years of experience. Manages special projects for the department, coordinates and oversees Brownfields activities; Assists public in obtaining required local permits; responds to daily public inquiries; clerks Zoning Board of Appeals; assists City Planner; assists Neighborhood Initiatives.

BRPC has a dedicated and experienced project management and administration staff responsible for meeting the various requirements of state and federal agencies. BRPC has

extensive experience with EPA Brownfields Grants and engaging with qualified environmental professionals.

Melissa Provencher - Brownfields Program Coordinator for BRPC – Ms. Provencher has been with BRPC for eighteen years. She has closed out numerous successful Assessment Grants including the ARRA funded 2009 Berkshire Brownfields Coalition Assessment Grant.

ii. Acquiring Additional Resources

The City's procurement of contractual services associated with this grant will be monitored by the City's Purchasing Department. The City's community development staff often works with the regional planning agency, BRPC, to provide assistance with grant management. The City intends to enter into an inter-municipal agreement with BRPC for assistance in meeting the project management, procurement and reporting requirements of the grant. The City will work with BRPC to hire a qualified environmental professional (QEP) who is experienced in conducting Phase I/II Brownfield site assessments and Remedial Action and Reuse Plans.

b. Past Performance and Accomplishments

i. Currently Has or Previously Received an EPA Brownfields Grant

In 2015 the City was awarded a \$350,000 Site Specific Brownfield Assessment Grant from US EPA to address an abandoned dry cleaners business in Pittsfield's Downtown. The grant was successfully managed and closed out in September 2018.

(1) Accomplishments

The recently concluded Site Specific Assessment Grant was completed on schedule and effectively exhausted all allocated funds in a timely manner. Outputs from the grant include the creation of draft Phase I report, a Tier Classification filing with MA DEP, as well as substantial soil and groundwater assessment activities on the site itself and significant indoor air sampling and sub-slab soil gas sampling at 6 off-site buildings and 2 non-building locations off site that have been impacted by the original source and Risk Assessments for 3 locations where contamination was detected in indoor air sampling. These activities have significantly advanced the assessment and delineation of the impacted properties located down-gradient from the original site.

(2) Compliance with Grant Requirements

The City of Pittsfield recently concluded final reporting for a Site-Specific Assessment Grant in the amount of \$350,000 which concluded on September 30, 2018. The grant was concluded with an unencumbered balance of \$1.01. The encumbrances totaling \$349,998.99 represented an attempt to exhaust grant funding given the real unit costs associated with the assessment activity. The scope of the assessment activity associated with this grant exceeded the \$350,000 grant award and has been supplemented with outside funds which have continued the Phase II assessment activity outside of the grant performance period. All milestones of the workplan, schedule, and reporting deadlines were met on time, and no deficiencies have been identified in any submitted quarterly reports. ACRES reporting has been performed throughout the grant period by BRPC and will continue to be done by City staff as needed.

Attachment A - III.B. Threshold Criteria for Assessment Grants

1. Applicant Eligibility

The City of Pittsfield is an incorporated municipal entity within the Commonwealth of Massachusetts, and is an eligible applicant for the US EPA Brownfield Assessment Grant Program.

2. Community Involvement

Communicating the progress of this project will be done in a comprehensive way so as to include as many members of the targeted community as possible. Regular communications and updates will be provided at monthly meetings of the resident group, the West Side Neighborhood Initiative. Notices of meetings and other updates will be directed through a dedicated space on the City's website and press releases issued through the office of the Mayor. These updates and notices will also be distributed through the regular newsletters and email mailing lists of our partnering organizations, and/or posted in visible areas at partnering locations.

3. Expenditure of Assessment Grant Funds

The City of Pittsfield recently concluded final reporting for a Site-Specific Assessment Grant in the amount of \$350,000 which concluded on September 30, 2018. The grant was concluded with an unencumbered balance of \$1.01. See attached ASAP Payment Transaction Confirmation sheet from November 2018 for remaining balance confirmation.

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

01/31/2019

4. Applicant Identifier:

City of Pittsfield

5a. Federal Entity Identifier:

US EPA

5b. Federal Award Identifier:

EPA-OLEM-OBLR-18-06

State Use Only:

6. Date Received by State:

7. State Application Identifier:

Massachusetts

8. APPLICANT INFORMATION:

* a. Legal Name:

City of Pittsfield

* b. Employer/Taxpayer Identification Number (EIN/TIN):

046001408

* c. Organizational DUNS:

0840696240000

d. Address:

* Street1:

70 Allen Street

Street2:

* City:

Pittsfield

County/Parish:

Berkshire

* State:

MA: Massachusetts

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

01201-0000

e. Organizational Unit:

Department Name:

Community Development

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Nate

Middle Name:

* Last Name:

Joyner

Suffix:

Title:

Community Development Specialist

Organizational Affiliation:

City of Pittsfield

* Telephone Number:

4134489673

Fax Number:

* Email:

njoyner@cityofpittsfield.org

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.818

CFDA Title:

Brownfields Assessment and Cleanup Cooperative Agreements

* 12. Funding Opportunity Number:

EPA-OLEM-OBLR-18-06

* Title:

FY19 GUIDELINES FOR BROWNFIELDS ASSESSMENT GRANTS

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

City of Pittsfield, MA - US EPA FY19 Brownfield Assessment Grant Application

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="300,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="300,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed: